

PQS QUALIFICATION SHEET

Enlisted Processing Division Supervisor (EPDS)

Name of Trainee	Qualification Start Date	Qualification Due Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. BEERS			
2. Waivers			
3. Quality Control			
4. Applicant Processing			
5. Field Interface			
6. Organizational Management			
7. Program Knowledge			
8. Personalized Recruiting for Delayed and Immediate Enlistment (PRIDE)			
9. Testing			
10. PSS			
11. Training			
12. Personnel Management			
13. Administration			
14. Final Qualification			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
1. Basic Enlistment Eligibility Requirements (BEERS) (COMNAVCRUITCOMINST 1130.8). Describe the elements of enlistment eligibility in the following areas for both AC and RC:									
a. General Blueprinting									
b. SSN Verification									
c. Birth/Citizenship Verification									
d. Education Requirements/ Verification									
e. Mental/Physical Requirements									
f. Police/Civil/Juvenile Involvement/ Conviction(add domestic violence/physical violence)									
g. Applicants with Civil Restraint									
h. Applicants with Lawsuits Pending									
i. Drug/Alcohol Use/Abuse									
j. Dependents/Custody Verification									
k. Age requirements/Parental Consent									
l. Security Screening Requirements (PSSQ)									
m. Prior Military Service Requirements (CNO Policy 1130)									
n. Advanced Pay Grade Requirements									
o. Personnel Security Screening Questionnaire (PSSQ) Requirements and Verification									
p. Describe procedures for handling questions regarding BEERS that cannot be answered at the District level.									
q. Describe enlistment eligibility requirements for TIER II/III applicants.									

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2. Waivers (COMNAVCRUITCOMINST 1130.8)									
a. Describe the proper procedures for conducting telephonic waivers.									
b. Conduct waiver pre-interview and provide feedback to the waiver authority.									
c. QC an enlistment waiver kit for accuracy and completeness, (AC/RC).									
d. Describe the process for submittal of N3M, NAVCRUITCOM felony and prior service waivers (AC/RC).									
e. Demonstrate the ability to utilize the Civil and Drug/Alcohol matrix to determine Enlistment/Program waiver requirements.									
f. Demonstrate the ability to document a proper waiver entry (AC/RC).									
g. Describe processing procedures for Civil, Academic and Drug waivers for the Nuclear Field Program.									
3. Quality Control (COMNAVCRUITCOMINST 1130.8)									
a. Describe the role and responsibilities of the EPDS in Quality Control for all programs.									
b. QC a pre-enlistment kit to ensure completeness and accuracy.									
c. Identify all the required forms and documents for a kit through DEP-in.									
d. Conduct a post-DEP QC on a waiver kit.									
e. Conduct a post-DEP QC on a NF kit.									
f. Demonstrate the ability to prepare the record for a shipper.									
g. Conduct the "Clean Slate" brief.									
h. Describe the requirements for record maintenance for residuals, active DEP records, Qualified but Not Enlisted (QNE)/Qualified No Jobs (QNJ) records and rejected records.									
i. Describe the uses and processing procedures of a DEP Action Request (DAR).									
j. Prepare the required paperwork for a DEP discharged applicant.									

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k. Demonstrate the ability to use the matrices in Volume II and Volume IV of the CRUITMAN-ENL to determine program eligibility based on mental, moral, and physical qualifications.									
l. Explain the enlistment bonus program and required paperwork (AC/RC).									
m. Demonstrate the ability to evaluate the following on a district level:									
(1) Attrition Analysis									
(2) Error Feedback									
(3) Recruiting/Processing Irregularities									
(4) RQAT Statistics									
n. Explain the requirements of the executive screening for AC/RC kits									
4. Applicant Processing (MEPCOM AR 601-270)									
a. Explain the procedures used in scheduling AC and RC applicants for tests, physicals, consults, DEP-in and shipping.									
b. Describe applicant flow at MEPS.									
c. Explain "Red Carpet" treatment procedures at MEPS.									
d. Counsel an applicant that has been PDQ/TMR.									
e. Counsel an applicant that did not qualify for enlistment based on the ASVAB.									
f. Discuss service slices.									
g. Discuss the procedures for applicant ASVAB testing.									
h. Monitor, evaluate and discuss:									
(1) Applicant transportation/lodging									
(2) MEPS Processing procedures									
(3) Procedures for medical consult									

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(4) MEPS cutoff time and exception policy									
i. Observe a classification interview.									
j. Brief an applicant on enlistment options.									
k. Conduct a review and signature of a DD Form 4.									
l. Observe a swearing-in ceremony.									
m. Describe and discuss purpose of the IRC.									
n. Discuss the procedures utilized on a potential QNE/QNJ applicant.									
o. Discuss procedures used for DEP personnel with a positive HIV test.									
p. Discuss procedures required for DEP Personnel with a positive MEPS DAT.									
q. Explain the Navy's homosexual policy as related to applicant processing.									
5. Field Interface (COMNAVCRUITCOMINST 5400.1)									
a. Discuss EPDS relationship with the CR and ACR.									
b. Discuss EPDS relationship with the ZS.									
c. Describe INDOC procedures for new recruiters.									
d. Visit a local NAVCRUITSTA and observe a prospect interview (Active/ Reserve).									
e. Attend a District Production Meeting.									
f. Attend a Zone Training/Production Meeting.									
6. Organizational Management (COMNAVCRUITCOMINST 5400.1). Thoroughly explain the duties, responsibilities and working relationships of the following:									
a. EPDS									
b. CR									
c. ACR									

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d. ZS									
e. LEADS Production Team Supervisor									
f. RinC									
g. CMC									
h. MEPS Operations Officer									
i. ESS									
j. NAVCRUITREG EPQCC									
k. NAVCRUITCOM N7 MEPS Trainer									
l. Classifier									
m. MLPO									
n. EPA									
o. RQAT									
p. RTC Legal									
q. NAVCRUITCOM N3 Staff									
r. NAVCRUITCOM OOJ									
s. NAVCRUITCOM 00IG									
t. NAVCRUITDIST NF Recruiter									
u. EPO									
v. NORU Staff									
7. Program Knowledge (COMNAVCRUITCOMINST 1130.8).									
a. Explain requirements of the Nuclear Field Program.									
b. Explain requirements of the AEF/ATF & Navy Challenge programs.									
c. Demonstrate the ability to help an applicant see the similarities in all jobs included in a particular group/strand.									

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d. Explain the Reserve obligation requirements following initial ACDU for all USNR programs (including NCS, NAT, FTS etc).									
e. Explain the enlistment options to an applicant.									
f. Conduct DEP-in MLPO QC on an applicant to verify program eligibility.									
g. Explain the eight-year Military Service Obligation (MSO).									
h. Discuss how it is determined which job(s) are available for an applicant.									
i. Explain and discuss EPDS responsibilities for the DEP program.									
j. Explain the College First Program.									
k. Explain the Accelerate College to Excellence (A2E) Program.									
8. Personalized Recruiting for Delayed and Immediate Enlistment (PRIDE). (PRIDE Users Guide)									
a. Describe components of the Active and Reserve One Navy Report.									
b. Explain the purpose of the following reports:									
(1) PASSID									
(2) PERSON									
(3) CHGACC									
(4) CANCEL									
(5) CONFIRM									
(6) UNCONF									
(7) DAILY/DAILYR									
(8) DUPS									
(9) UPDNCG									

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c. Explain the purpose of and demonstrate the ability to interpret information from the following programs:									
(1) NEWZ									
(2) ARGOAL									
(3) OCEAN									
(4) ONBRD/ONBRDR									
(5) SOLD/UNSOLD									
(6) NETCON									
(7) GETREC									
(8) ATRRPT									
(9) ATRSEE									
(10) REPORT									
(11) AFEESM									
(12) RESCYC									
(13) GOALLT									
(14) FINDNF									
(15) RTCFDO									
d. Demonstrate the ability to utilize the NETCON to determine placement of applicants.									
e. Demonstrate the ability to utilize the ACCQAL and ACCQAF to track attainment of shipping goals.									
f. Discuss proper utilization of the QUEST report to verify and monitor the DEP pool.									
g. Discuss the PRIDE Contingency Plan.									
9. Testing (COMNAVCRUITCOMINST 1130.8 MEPCOM AR 601-270)									

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a. Discuss custody and security responsibilities for the NAPT and DLAB.									
b. Describe prescribed procedure for reporting a lost or compromised NAPT and DLAB.									
c. Describe the proper administration/testing/re-testing of the NAPT and DLAB.									
d. Describe the mental group categories of the ASVAB as related to Goals.									
10. PSS (COMNAVCRUITCOMINST 1130.8)									
a. Demonstrate the ability to establish rapport with an applicant.									
b. Demonstrate the ability to explain the Privacy Act to an applicant.									
c. Demonstrate the ability to blueprint an applicant.									
d. Demonstrate the ability to handle concerns.									
e. Complete Professional Selling Skills Applications Course.									
f. Conduct Sales Labs with Classifiers.									
11. Training (COMNAVCRUITCOMINST 1500.4)									
a. Explain EPDS responsibilities for implementation of the training plan.									
b. Demonstrate the ability to establish professional training beyond the minimum monthly requirements.									
c. Demonstrate the ability to determine if training has been accomplished and if it has been properly documented.									
d. Describe the proper organization of the training record.									
e. Discuss reports, forms and other sources available for professional training.									
f. Discuss the EPDS responsibilities for providing study time to assigned personnel for Navy Wide examinations.									
g. Complete Privacy Act Training 101,102,103.									

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12. Personnel Management (COMNAVCRUITCOMINST 5400.1, OPNAV 1000/1, BUPERSINST 1616.2, 1650.27, 1754.1, 1740.1, 7132.2)									
a. Demonstrate the ability to provide required evaluation counseling for assigned personnel.									
b. Demonstrate the ability to initiate, review and forward evaluations for assigned personnel.									
c. Demonstrate the proper utilization of assigned personnel to meet requirements for District processing goals.									
d. Demonstrate the ability to determine billet, manning and SDAP requirements.									
e. Demonstrate knowledge of the Recruiter Command Advancement Program (RCAP).									
f. Explain the Navy Sexual Harassment Policy and procedures for handling possible violations.									
g. Explain the purpose and function of the following:									
(1) Ombudsman Program									
(2) Financial Counseling Program									
(3) Alcohol and Drug Abuse Management Seminar (ADAMS)									
(4) Navy Leadership Continuum									
(5) Navy Sponsor Program									
13. Administration (COMNAVCRUITCOMINST 1137.2 and 5400.1)									
a. Explain the NRC processing chain of command.									
b. Explain the Region processing chain of command.									
c. Explain the District processing chain of command.									
d. Explain the security requirements for the following areas:									
(1) Office security measures									

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(2) Applicant information									
(3) DEP and residual files									
(4) Assigned minor property/ADP equipment									
e. Explain liaison functions with District/Region/NAVCRUITCOM personnel in the following areas:									
(1) Goaling policy/information									
(2) School seat allocation/availability									
(3) Interpretation of directives									
f. Explain liaison functions and procedures to follow in dealing with RQAT personnel in the following areas:									
(1) AEPIs									
(2) Processing errors									
(3) Missing documents									
(4) Irregularities									
(5) Recruit allegations									
(6) Program disqualifications									
g. Explain proper procedures for submission and tracking of SF Form 86. Explain the procedures for resolving positive FBI fingerprint matches.									
h. Explain the procedures for resolving FBI fingerprint matches.									
i. Explain liaison functions with MEPS personnel in the following areas:									
(1) Applicant flow									
(2) Testing									
(3) Operations									
(4) INDOC of newly assigned personnel									

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j. Explain the content and usage of the following publications:									
(1) CRUITMAN									
(2) Change Transmittals									
(3) Organization Manual (COMNAVCRUITCOMINST 5400.1)									
(4) SOPMAN (COMNAVCRUITCOMINST 5400.2)									
(5) PQS (COMNAVCRUITCOMINST 1136.2)									
(6) Training Instruction (COMNAVCRUITCOMINST 1500.4)									
(7) PRIDE User's Guide									
14. Final Qualifications									
a. Complete EPDS Course									
b. Recommended for EPDS PQS Board									
c. Successfully complete EPDS Board									

15. Record of Qualification:

a. Recommended for PQS Qualification Board. Date: _____

I, _____, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate)
is ready for final qualification by a PQS Board for the position of Enlisted
Processing Division Supervisor.

Qualifier's Signature _____

b. Qualification Board. Date: _____

We certify the examinee to be fully qualified for the position of Enlisted
Processing Division Supervisor.

Board President (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

Board Member (Name/Rate/Position) (Signature)

c. Reviewed: Date: _____

PQS Training Officer, NRD _____
(Signature)

d. Approved Date: _____

Commanding Officer, NRD _____
(Signature)

e. Service Record Entry (Page 4) Date: _____

Chief Administrator, NRD _____
(Signature)

You are hereby granted an extension. Your new maximum qualification date is
_____. (Attach a copy of extension request with justification).

PQS Training Officer

Copy to:
Member's Training Record